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15 June 1950

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Chief, [redacted]  
Chief, Services Division  
Acting Chief, [redacted]

**Replenishment of Stock for Agency Forms**

1. At a meeting held in the office of the Chief, Services Division on 14 June 1950 with the following individuals attending Chief, Services Division, Chief and Asst. Chief, [redacted] and the Acting Chief, [redacted] it was decided by all that the following procedure will apply with respect to requisitioning CIA forms contained in stock:

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"After establishing stock levels based upon a 6-month minimum level and a 12-month maximum level, two separate lists will be prepared one of which will contain appropriate quantities to be requisitioned through the [redacted] and will not exceed, by item, a quantity of 25,000 each; and the other list will be prepared for each item, inclusive of standard forms, in excess of 25,000 which will be directed to [redacted] for procurement through Government Printing Office. Thereafter, when complete replenishment of stock has been attained all requisitions for agency forms will be directed to [redacted] for purchase through Government Printing Office. In the event of emergency whereby stock of any form is near depletion, requests for items in this category will be directed to the [redacted] by use of Form No. 36-2."

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2. In view of the above the following working procedure is forwarded for guidance of personnel maintaining records of agency forms.

a. Stock levels for all standard and CIA agency forms will be established immediately using the following formula.

Monthly consumption x 6 months supply = Minimum or reordering level.

Minimum + 12 months supply = Maximum quantity.

b. Upon arriving at appropriate stock levels immediate action, as indicated below, will be taken to reorder the difference between the quantity of items on hand and the maximum quantity of each form in stock.

(1) One list will be prepared and will contain, by item, quantities of standard and CIA forms required in excess of 25,000 each. This list will be attached to Form No. 36-7, Request for Supplies, Equipment or Services, and directed to the Management Officer, Attn: Mr. [redacted] for approval and re-routed to the [redacted] for action.

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(2) Another list will be prepared and will contain quantities of each item less than 25,000 each. This list attached to signed Form No. 36-2, Reproduction Request, will be directed to the Management Officer, Attn: Mr. [redacted] for approval and re-routed direct to the Chief, [redacted] Branch for action.

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*Amended  
see memo  
to  
16 July*

c. In all future cases, requisitions covering replenishment of stock for standard and CIA forms will be directed to Management Officer and in turn channelled to the [redacted] Branch for action. Only in cases of emergency will requisitions be accepted by the Chief, [redacted] and in such cases requisitions will be submitted direct to said Branch. This will eliminate any review of such requisitions by the Chief or Asst. Chief, [redacted] Branch.

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3. The completion date for the above project is established for 31 July 1950. It is requested that a report relative to the progress in this matter be directed to this office on the established deadline date. Any delays encountered during the interim period will be brought to the attention of this office for appropriate remedial action.

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[redacted]/mm

cc Chief, Services Division

Chief, [redacted]

Chief, [redacted]

Asst. Chief, [redacted]

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